

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
MINUTES  
1400 E. WASHINGTON AVENUE, MADISON, WI  
October 22, 1998**

**PRESENT:** Nancy Gerrard, Janet Byrne, Laurie Francis, Sue Hamer (by telephone),  
Ron Hanson (by telephone), and Lloyd Levin

**EXCUSED:** Paul Hoffman

**STAFF PRESENT:** Clete Hansen, Barbara Showers, Tom Neumann, Bonnie Feggestad

**GUESTS:** Rick Staff, Kitty Kuhl and Shauna Alt: WRA  
Larry Sager, MATC

**CALL TO ORDER**

The meeting was called to order at 12:25 p.m. by Nancy Gerrard, Chair.

**ADOPTION OF AGENDA**

The Agenda was informally approved.

**MINUTES (8/27/98)**

**MOTION:** Jan Byrne moved, seconded by Laurie Francis, to approve the minutes as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

Clete Hansen informed the Council that Paul Hoffman called and stated he had a scheduling conflict. Clete Hansen also called the members' attention to additional handouts: a faxed memo from Laurie Francis, relating to the definition of "classroom education" and "distance education" and relating to criteria for approval of courses and instructors; materials from Lloyd Levin relating to correspondence between himself and Rick Staff concerning a technology alternative for Course 4A.

**DISTANCE LEARNING**

Rick Staff explained his memo of October 12, 1998, which was in the meeting packet. He emphasized that the Council should not recommend a policy which back-tracks from current policies and procedures. He discussed the procedures for approval of distance learning courses and emphasized that Department representatives have stated that they do not have the resources to review copious materials in the course approval process. Finally, he discussed the fact that the

pre-license education is followed by a state exam and the continuing education courses are followed by a school-prepared exam.

Laurie Francis explained the position which she expressed in her memo concerning the definition of “classroom education.” She questioned how merely proctored or monitored classrooms could be considered “classroom education.” She also raised questions about the category that videos ought to fall under.

Lloyd Levin distributed a draft of a Course Completion Certification, wherein the student would certify that he or she had completed the entire state-approved real estate sales/broker’s pre-licensing course as provided to him or her by [name of school]. The student would also state that he or she is satisfied that he or she has sufficient mastery of the material to pass the licensing examination and receive a State of Wisconsin Real Estate Sales/Broker’s license. The bottom portion of the form contains the certification of the school concerning completion of the course. Mr. Levin questioned whether this type of certification is what we will end up with.

**MOTION:** Jan Byrne moved, seconded by Ron Hanson, to adopt the definition of “classroom education” in Rick Staff’s memo, proposed as RL 25.01 (2m). Motion carried with 3 yes, 1 no, 1 abstention.

**MOTION:** Lloyd Levin moved, seconded by Laurie Francis, to adopt the definition of “distance education” in Rick Staff’s memo, proposed as RL 25.01 (5m). Motion unanimously passed.

Lloyd Levin distributed a survey of other states with distance-learning regulations. He emphasized provisions in their statutes and rules which pertain to student involvement and mastery of the contents.

**MOTION:** Jan Byrne moved, seconded by Sue Hamer, to adopt section RL 25.06 in Rick Staff’s memo, relating to criteria for approval of pre-license courses. Motion carried with 4 yes votes, 1 no vote.

**MOTION:** Jan Byrne moved, seconded by Laurie Francis, to adopt section RL 25.066 in Rick Staff’s memo, relating to criteria for approval of continuing education distance learning courses. Motion carried with 3 yes votes, 1 no vote.

(Sue Hamer left the meeting before the vote was taken.)

## **CONTINUING EDUCATION**

Council members received course curriculum materials in the meeting packet.

Lloyd Levin explained his memo of September 15, 1998, relating to technology-related content items for Course 4A. There was discussion as to whether the published Course 4A should be amended to include the content items.

**MOTION:** Lloyd Levin moved that this material be included as an optional

element in Course 4A. There was no second.

Clete Hansen suggested that this issue really has to be addressed by Tom Neumann when approving courses. Mr. Levin could submit this type of outline for approval under Course 4A, since schools will be able to focus on any one of the topics under Course 4A.

The Council clarified which contents of the 4 courses must be covered by schools.

**MOTION:** Jan Byrne moved, seconded by Ron Hanson, that schools must cover all content items of Course 1 which are preceded by a Roman numeral & whatever subsections under the Roman numerals which the school wishes to cover. Motion carried unanimously.

**MOTION:** Jan Byrne moved, seconded by Ron Hanson, that for Course 2 schools must cover the three broad topic areas (buyer brokerage, agency and ethics) and all of the Roman numeral headings in the draft in the meeting packet. Motion carried unanimously.

**MOTION:** Jan Byrne moved, seconded by Ron Hanson, that for Course 3 schools must cover all content items which are preceded by a Roman numeral & whatever subsections under the Roman numerals which the school wishes to cover. Motion carried unanimously.

**MOTION:** Jan Byrne moved, seconded by Laurie Francis, that for Course 4A schools must cover any one or all of the topics under the Roman numerals which the school wishes to cover. Motion carried unanimously.

Clete Hansen reported that Sue Hamer, Rick Staff and he had completed their review of the continuing education course contents and highlighted sentences and paragraphs which should be the subject of exam questions on the test-out exam. Barbara Showers stated that Bonnie Sasse will pull the materials together, as she did 2 years ago; then the subcommittee will be able to finalize the exam specifications and shade the sentences and paragraphs in the course outlines to show what must be studied by examinees and what should be reviewed by the testing agency when preparing questions.

## **AMENDMENTS TO CHAPTER RL 25**

Clete Hansen will prepare a rule draft and submit it to the Council as soon as possible.

## **CONTINUING EDUCATION FOR EXPIRED OR INACTIVE LICENSES**

Informally referred to the Real Estate Board without any recommendation for consideration and action by the Board..

## **NEW NATIONAL SALES EXAMINATION**

Council members discussed materials sent to the Department by PSI Examination Services, relating to a new task analysis and a national salesperson's exam consisting of 80 questions, rather than 100 questions. Council members expressed reservations about the new contents of the 80-question exam. It was informally agreed that Barbara Showers should discuss some of

the Council's concerns with PSI and that we should continue with the current 100-questions exam until more communication between PSI and the Department lead to a more definitive conclusion. The Council also noted the PSI will be submitting the exam to the Association of License Law Officials to obtain certification by that entity.

### **NEXT MEETING**

The next meeting will be by telephone conference as soon as an administrative rule proposal has been prepared. The Council will be asked to take action on the proposal. The Council may take more action in regard to the 80-questions salesperson's exam. Clete Hansen agreed to send Council members the final copy of the continuing education courses after the sentences or paragraphs have been shaded to show that information which should be the subject of exam questions for the test-out exam.

### **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.